

SANDY CITY
APPROVED POSITION SPECIFICATION

I.	<u>Position Title:</u> Building Custodian	<u>Revision Date:</u> 08/13
		<u>EEO Category:</u> Service-Maintenance
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30379/40376

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Facilities Manager, assists in the maintenance and cleaning of all City operated facilities.

III. Essential Duties:

- Responsible for keeping the building visually pleasing, clean and safe for all employees, performing regular janitorial duties and follows established cleaning schedule.
- Assists the Facilities Manager in building custodial maintenance and work order completion.
- Cleans, vacuums, and empties trash.
- Dusts and spot washes walls and work surfaces.
- Operates a vacuum and carpet cleaner.
- Cleans restrooms, sanitizes fixtures, re-stocks paper, and mops.
- Assists in preparing rooms for meetings and events.
- Buffs and waxes floors.
- Shovels snow as needed.

IV. Marginal Duties:

- Locks and unlocks buildings.
- Responds to building emergencies.
- Reports problems, unsafe conditions and/or defective lights and equipment to Maintenance Supervisor.
- May perform some crew leader duties.
- Performs other related duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required.

Experience: Two years of experience in custodial or related duties; may substitute any combination of education and experience; experience using automated equipment preferred.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Cleaning techniques, safety practices; Material Safety Data Sheets (MSDS).

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and/or tools. Assisting the Facilities Manager in keeping City facilities clean; safety of City employees and visiting public as related to the performance of duties.

Communication Skills: Communicate effectively verbally and in writing; understand and follow directions.

Tool, Machine, and Equipment Operation: Requires use of cleaning equipment (Vacuums, Buffer, carpet extractor, etc.) The use of a wide variety of hand and power tools; ability to use a personal computer for word processing and other applicable applications is desirable.

Analytical Ability: Must be able to work as a team, helping other employees and the public; must be able to work independently; must be able to recognize unacceptable conditions and correct them with a minimum of direction. Meticulous persons preferred; must be able to follow directions and complete a daily routine as specified.

VI. Working Conditions:

Physical Demands: While performing duties of job employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time. Moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; occasional heavy lifting (up to 70 pounds) required; occasional heavy carrying (45 pounds and over).

Work Environment: Generally comfortable working conditions. The noise level in the work environment is usually moderate, with occasional increased noise exposure. Occasional exposure to stressful situations as a result of human behavior and deadlines. Evening and weekend work required and some 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____